

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 05-181

INDEFINITE

12 September 2006

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Army Guard*
APPLICATIONS ACCEPTED UNTIL: 26 September 2006
EMPLOYMENT LOCATION: USPFO, Milford, MA
TELEPHONE CONTACT: CW3 Thomas Lamont, 508-233-6605

POSITION: CONTRACT SPECIALIST

SERIES/GRADE: GS-1102-09

TRAINEE: *GS-1102-07

PDCN: 70329

SALARY: PA \$ 45,806 to \$ 59,553 GS-09

TRAINEE: *PA \$ 37,448 to \$ 48,679 GS-07

A recruitment bonus of up to 10% of annual basic pay will be paid to the selectee who is newly appointed at the GS-07 TRAINEE level to the federal government. Before receiving the bonus, the selectee must sign an agreement that he/she will remain as an employee for a minimum of one year. If the selectee fails to complete the agreed upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period.

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input checked="" type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input checked="" type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All current members of the Massachusetts Army National Guard and those eligible to enlist.

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS: 42A, 42F, 42L, 44L, 92A, 92Y, 92Z

Maximum Military Grade

Officer:

Warrant Officer: CW2

Enlisted: MSG

Minimum Military Grade

Officer:

Warrant Officer: WO1

Enlisted: PFC

GENERAL EXPERIENCE: Experience, education, or training which provided opportunity for the applicant to gain: a knowledge of contracting and procurement practices and procedures; and skills in dealing with others in person to person work relationships

SPECIALIZED EXPERIENCE: Must have 18 months experience in contractual agreements, from the development of the solicitation instrument to close-out and final payment.

STATEMENT OF DIFFERENCE: Specialized experience "12 months experience" for qualification at the GS-7 level
Or

When an employee is assigned to a position and does not meet the applicable certification standards for education, training, and experience, the organization has 18 months in which to get the individual certified or obtain a waiver. Employee will remain at the GS-7 level until requirement is satisfied or employee will lose their position.

BASIC EDUCATION REQUIREMENTS: Have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees AND have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Or

When an employee is assigned to a position and does not meet the applicable certification standards for education, training, and experience, the organization has 18 months in which to get the individual certified or obtain a waiver. Employee will remain at the GS-7 level until requirement is satisfied or employee will lose their position.

APPLICANTS MUST ATTACH A COPY OF COLLEGE TRANSCRIPT TO RECEIVE CONSIDERATION FOR POSITION

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. : Describe your specific duties, responsibilities and accomplishments in each KSA.:

1. Knowledge and experience developing, preparing, and presenting terms and conditions in bids, or proposals related to the award of contracts.
2. Knowledge of the negotiation and award of contracts, contract modifications and/or subcontracts.
3. Knowledge of the legal practice involving participation in negotiating, awarding, administering contracts of the analysis of procurement policies and procedures.
4. Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating cost through various types of overhead, general and administrative expenses.
5. Assisting in the formulating of policies and procedures for the acquisition of goods and services, participating in procurement management reviews and price negotiation memorandum, as well as assisting in the development of positions on protests, claims and ratifications.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS

THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

This is an indefinite position, tenure 3, with a time limit determined by the needs of the agency. Any permanent military technician, tenure 1 who is selected for this position will become tenure 3. The selectee will receive the same benefits and entitlements as the tenure 1 employee but will be considered tenure 3 for purposes of reduction in force. If a permanent resource becomes available, incumbent may be converted to a permanent appointment without further competition.

APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
 - OF 612 - Optional Application for Federal Employment (preferred)
 - Resume
 - SF 171
 - ✓ HRO Form 1-1 (Application for Position Vacancy)
 - ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
 - ✓ SF 181 Race And National Origin Identification
- (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

Information on applying electronically can be found at:
[e-mail to: staffing@ma.ngb.army.mil](mailto:staffing@ma.ngb.army.mil)
<http://www.state.ma.us/guard/Postings/Technician.htm>
Look under **Electronic Application Procedures**

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6757 or DSN 256-6642/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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